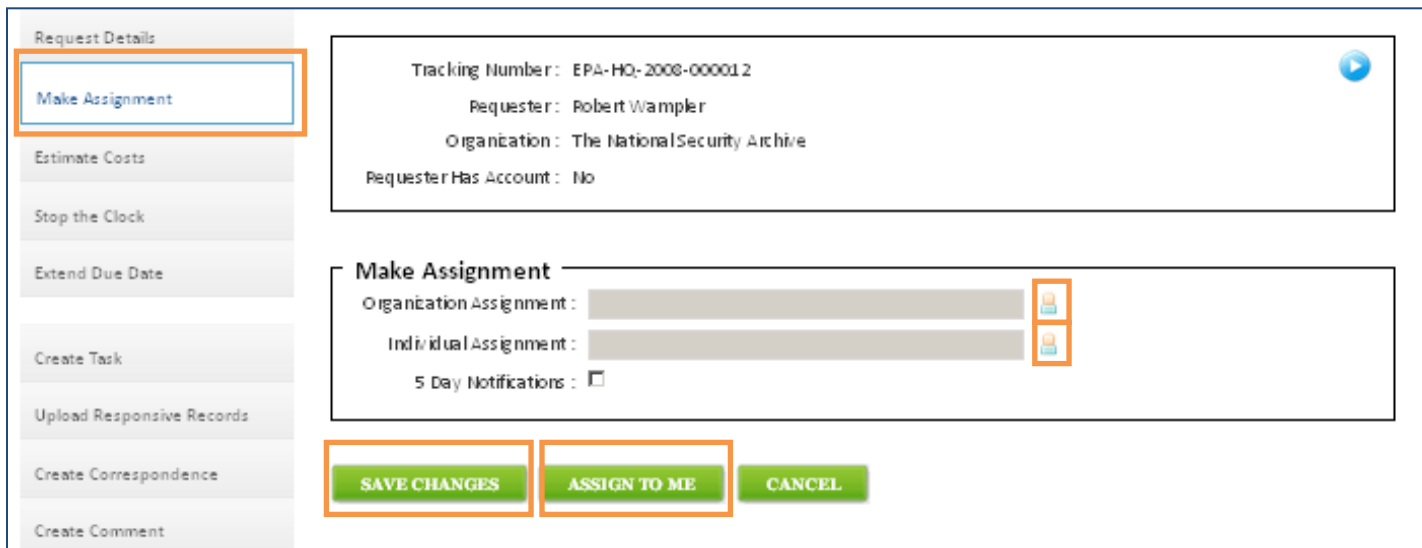# Quick Reference Guide
FOIAonline

How to Assign a Request

This Quick Reference Guide provides instructions for assigning a request in FOIAonline. (Assigning a request transfers the responsibility for processing the request to the assignee.)

1. Click **Make Assignment**   in the left navigation bar. (Figure 1)
2. In the **"Make Assignment"** box click on one of the icons to select an organization or individual to which the assignment is to be made or click on **"Assign to Me"** to assign the request to yourself.
3. Click on **Save Changes** to assign the request to the selected organization, the individual or yourself.

Figure 1: Make Assignment

The case is now assigned to the designated organization or individual. If it is assigned to an individual, it will appear in that individual's "**My Cases**" list. If the assignment is made to an organization, it will appear in the organization's "**Unassigned**" box.   FOIAonline will notify an individual if they have a new assignment, but no notification is created when the assignment is made to an organization.